C I T Y M A N A G E R B U L L E T I N

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Harrison G. Otis, Executive Secretary.

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ACHIEVEMENT REPORTS DUE

Every city manager is invited and urged to submit a brief achievement report for the Sixth Yearbook of the C. M. A. These are to be short summaries of improvements brought about under the new plan -- improvements not only in paving and sewers, but in health, safety, finance and public welfare. They may well contain brief comparisons and general public opinion as expressed by leading citizens.

It is highly desirable that every city and town operating under the manager plan be thus represented in our yearbook. In 1918, we published 65 of these achievement reports; in 1919, 85. This year, they should run well over 100. This will not be possible unless all reports are sent in at once. At the Indianapolis convention it was the unanimous opinion that publication of our yearbook should not be held up for achievement reports after January first. As this bulletin is sent to every city manager, there seems no good reason why our yearbook should be delayed.

Some fifty city managers are not yet members of the association and it should be clearly understood that this announcement includes every city manager regardless of whether his income permits him to indulge in such membership or not. During the past year copies of our bulletins and yearbook have been sent to all managers. This is an opportunity for worthwhile cooperation.

Lest the rush of business at the holiday season or super-modesty serve as an excuse for delay, newspaper clippings, annual reports, or simply informal letters will serve as material from which the yearbook editor can draft the desired stories. Reports from cities not represented in our previous yearbooks may well include the entire period since the adoption of the new plan. Other cities should take up the stories of achievement where they left off in our Fifth Yearbook. Emphasis should be placed upon new ideas successfully worked out.

The demand for the information contained in these reports is enormous and increasing. Your early cooperation is most important and your report should be mailed to the secretary of the city managers' association, Tribune Bldg., New York.

YEARBOOK ADVERTISING

Attached to this bulletin are letters addressed to you. If they fail to appear, please notify the editor. Kindly write brief notes to firms whose services and goods you have found to be satisfactory. Send them the letters addressed to you and advise that you have recommended them to the secretary of the City Managers' Association and asked him to reserve space pending their confirmation. Additional letters will be sent you upon request. Mail a list of the firms to the secretary of the C. M. A. who will follow up the leads.

No undue pressure should be brought to bear in any case. The rates are exceedingly low and the proposition stands on its own merits. However, no advertising, no yearbook, - so your recommendations may well be early and numerous.